

**DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION
JOB OPPORTUNITY
ACCOUNTING CAREERS TRAINEE**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: Bureau of Financial and Support Services, Financial Management

Job Posting No: 106063 and 106064

Type of Position: Full-time Permanent

Annual Salary: (AR15)

Bachelor's degree with 15 semester hours in accounting - \$46,480.00 (Step3) 2nd year trainee salary \$49,607.00 (Step5)

Bachelor's degree with 30 semester hours in accounting - \$49,607.00 (Step5) 2nd year trainee salary \$52,745.00 (Step7)

Master's degree in a related field and 15 credits in accounting - \$49,607.00 (Step5) 2nd year trainee salary \$52,745.00 (Step7)

Master's degree in a related field and 30 semester hours in accounting - \$51,181.00 (Step6) 2nd year trainee salary \$52,745.00 (Step7)

Closing Date: December 2, 2013

Duties: Receives training in introductory accounting work for development of skills and knowledge in order to qualify for advancement to Accountant.

Knowledge, Skills and Abilities: Knowledge of accounting and auditing principles and practices; knowledge of business mathematics and statistics; some knowledge of business uses of data processing; some knowledge of effective report writing; ability to read and understand written materials.

General Experience: Possession of a Bachelor's degree in accounting or in a closely related business field with at least 15 semester hours in accounting.

State employees currently holding the above title may apply for lateral transfer.

Terms of Appointment: The length of the training program is two (2) years.

Promotion: The successful candidates will be eligible for promotion to the target class of Accountant without further competitive examination after successful completion of the two (2) year training program.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. Applicants who do not submit all requested documents will not be considered.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, college transcripts, proof of degree, and an Application for Employment (CT-HR-12) by December 2, 2013 to:

**Department of Energy and Environmental Protection
Human Resources Division
79 Elm Street
Hartford, CT 06106-5127
Attn: Angella Levy
Telephone: (860) 424-3006
Fax: (860) 424-3896**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The Connecticut Department of Energy and Environmental Protection is an Affirmative Action and Equal Opportunity Employer that is committed to complying with the Americans with Disabilities Act. To request an accommodation contact us at (860) 418-5910 or deep.accommodations@ct.gov